



CITY OF DURHAM | DURHAM COUNTY  
NORTH CAROLINA



**Date:** June 15, 2015

**To:** Thomas J. Bonfield, City Manager

**Through:** Keith Chadwell, Deputy City Manager

**From:** Steven L. Medlin, AICP, Planning Director

**Subject:** Proposed FY16 Planning Department Annual Work Program

**Executive Summary.** The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Planning Commission and City and County Managers a work program and annual budget that must be forwarded to both governing bodies for approval. The proposed work program is structured on the Department receiving sufficient resources for 37 full time employees and operational overhead. Staff resources have been fully allocated for the tasks reflected in the proposed work program with no capacity to take on additional tasks without either revising the work program to modify tasks by either deleting existing tasks or changing expected outcomes/timelines.

**Recommendation.** The staff recommends that the City Council approve the Proposed FY16 Planning Department Work Program. The Planning Commission recommended approval, 11-0, at its May 12, 2015 meeting. The Joint City-County Planning Committee reviewed the draft work program at their May 6, 2015 meeting.

**Background.** The Interlocal Cooperation Agreement between the City and County for merged planning functions charges the Planning Director with preparing and submitting to the Planning Commission and City and County Managers a work program and annual budget. Attached please find the proposed FY16 Planning Department Work Program. The work program constitutes a catalogue of the various processes and projects that the Department will work on over the coming fiscal year. They can be categorized as one of three types:

- Ongoing projects and processes that reflect legal requirements to respond to proposed site plans, zoning map changes, use permits, certificates of appropriateness, zoning enforcement actions, etc.
- Ongoing projects and processes that relate to City and County policies for providing timely public information support for boards and commissions, and Department management, etc.

- Projects and process that are somewhat discretionary, reflecting City and County desire to engage in long range planning activities, such as the Affordable Housing Assessment and Plan, the Medical Center Compact Neighborhood design district, and various Unified Development Ordinance text amendments.

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The work program was developed based on funding being provided for the 37 full time employee staff level for the department with staff resources being fully allocated.

**Major Work Initiatives.** The proposed work program includes a number of major work initiatives beyond those required by statutory requirements. These tasks have been designated as priority tasks by the elected boards and/or both administrations.

The most significant of these are as follows:

- Response to Local/State/Federal Mandates (4.1.1);
- Design District Update (4.1.5);
- Landscaping Update (4.1.6);
- Station Area Strategic Infrastructure Plan (4.2.4);
- Compact Neighborhood Future Land Use Map Update (4.2.5);
- Holloway Street Historic District (4.3.1);
- Local Historic Preservation Review Criteria Consolidation (4.3.2);
- Golden Belt Local Historic District (4.3.3);
- Urban Open Space Plan (4.4.1);
- Housing Affordability Initiative (4.7);
- East End Connector Land Use Analysis (4.8);
- Community Outreach (5.1); and
- Culture of Service Initiatives (6.6).

**Alternatives.** The City Council can recommend modifications to the work program by adding and/or removing work program items.

#### **Attachments**

Attachment 1, Proposed Work Program, FY16, Part A, Programs

Attachment 2, Proposed Work Program, FY16, Part B, Programs and Descriptions

Attachment 3, Planning Commission Comments